

# Sailor Career Toolbox


## Navy Career Tools



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### Description

Navy policy strongly encourages you take an active role in your professional development and career management. The Sailor Career Toolbox identifies the 13 online applications you need to know. If you do not routinely use all of the applications listed below, you will miss the opportunities and advantages provided.

 **CAC and CAC-enabled computer is required for access to many Navy Career Tools.**

### Validate Personnel Information

Use these tools to verify your Navy career and personnel data:

- ▶ Electronic Service Record (ESR), ESR Afloat
- ▶ Electronic Training Jacket (ETJ), ETJ Afloat
- ▶ Official Military Personnel File (OMPF)
- ▶ Performance Summary Record (PSR)
- ▶ Physical Readiness Information Management System (PRIMS)
- ▶ U.S. Navy Awards

### Enhance Professional and Personal Growth

Use these tools to enhance your knowledge, skills, education, and career opportunities:

- ▶ Navy eLearning (NeL), NeL Afloat
- ▶ Navy Credentialing Opportunities On-Line (Navy COOL)
- ▶ United Services Military Apprenticeship Program (USMAP)
- ▶ Joint Services Transcript (formerly SMART)
- ▶ Sailor/Marine Online Academic Advisor (SMOLAA)

### Explore Career Opportunities

Use these tools to explore career options:

- ▶ Career Management System - Interactive Detailing (CMS-ID)
- ▶ Career Waypoints (C-WAY)



### Required Actions

Use applications identified in the Sailor Career Toolbox to develop and manage your career.

- Monitor your personnel records regularly. It is your responsibility to verify that Navy records document all your career achievements. Be proactive and take all necessary actions to verify that your personnel data is current, accurate and complete. Doing so will ensure your career achievements are available when reviewed for advancement, selection for retention or special programs, or assignment to desired jobs.
- Use online professional development systems to support and enhance your competitive efforts for advancement and retention.

**NOTE:** You may download this information sheet from the Navy Personnel Command (NPC) web site. On the NPC homepage, under **Career Links**, click the [Career Toolbox](#) hyperlink.

**\*NEW:** Go to [NPC > Career Info > Career Toolbox > Pay/Personnel SOPs](#) (middle of the page) for detailed guidance on who should do what and when in support of your pay and personnel transactions.

**See the following 13 pages, one for each Career Tool.**

# Electronic Service Record (ESR)

## Description

The ESR is an online version of your service record and replaces the paper service record used in the past.

 **CAC and CAC-enabled computer required.**

If necessary, establish your ESR account using the **ESR QuickStart** located on the NKO "Navy Career Tools" page (see below).

In the Internet environment, log in to ESR via Navy Standard Integrated Personnel System (NSIPS) at <https://nsips.nmci.navy.mil>.

- Click Logon

For Sailors on surface ships with NSIPS server installed, access ESR Afloat via the NIAPS Career Tools Afloat (CTA) main page or by going directly to <https://nsipswebafloat>. No CAC is required.

## Find Supporting Information Online

Go to NKO at <https://www.nko.navy.mil>. On the CAREER MANAGEMENT tab, click Navy Career Tools.

Go to NPC at <http://www.public.navy.mil/bupers-npc/Pages/default.aspx>.

- Click [Career Info > Records Management > Electronic Service Record \(ESR\)](#)
- Click (Career Links) > [Career Toolbox](#). Locate and download **Personnel Record Review** and **How to Review Your OMPF and ESR**

See NAVADMIN 043/09, "Mandatory Use of the Navy Standard Integrated Personnel System (NSIPS) Electronic Service Record (ESR)".

## Find Assistance or Help

Contact Personnel Officer, Command PASS Coordinator (CPC), and/or Command Career Counselor (CCC).

Contact the NSIPS help desk.

- 877-589-5991, Option 2; DSN 647-5442, Option 2
- email [nsipshelpdesk@navy.mil](mailto:nsipshelpdesk@navy.mil)

**IMPORTANT:** If support request contains PII, request that the help desk provide an email address that accepts digitally signed AND encrypted email.



## Required Actions

- Review ESR pages, then work with your personnel representative to ensure data accurately reflects your personal and professional achievements.
- Conduct a thorough review of your ESR with the user aid titled, **Personnel Record Review**, which is located on the NPC "[Career Toolbox](#)" page.
- Take all necessary actions to ensure your ESR is current, accurate and complete.

**IMPORTANT:** All Sailors should establish their ESR account on the Internet. Afloat Sailors may create a second ESR account via the shipboard NSIPS server. Personnel information in the Internet and Afloat environment is synchronized via routine data transfer between ship and shore. However, the afloat Sailor must establish an Internet account in order to view the ESR in the Internet environment.



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# Electronic Training Jacket (ETJ)

## Description

The ETJ provides a view of career information documented in Navy personnel databases, such as training and education (including Navy eLearning, NECs and college courses), qualifications and certifications, career history, advancement status, and awards.

View your ETJ in the connected environment provided by the Internet or in the disconnected (afloat) environment provided by the Navy Information Application Product Suite (NIAPS).

 **CAC and CAC-enabled computer required for Internet.**

Log in to ETJ via Navy Knowledge Online (NKO) at <https://www.nko.navy.mil>. On the LEARNING tab, click Electronic Training Jacket.

On afloat units, depending on NIAPS version installed:

- Go to NKO at Sea. On the LEARNING tab, click Electronic Training Jacket
- Go to Career Tools Afloat (CTA). Log in and then click ETJ Afloat

## Find Supporting Information Online

Go to ETJ.

- Click **Problems With Your Data?** (at the bottom of ETJ pages) for resources and points of contact that will help you correct discrepancies in the information displayed.

## Find Assistance or Help

Contact command Training Officer (TRAINO) and/or Command Career Counselor (CCC).

Contact Navy 311.

- email [navy311@navy.mil](mailto:navy311@navy.mil)

Contact the NTMPS Support Office.

- 866-438-2898, Option 1
- email [ntmps.support@navy.mil](mailto:ntmps.support@navy.mil)

**IMPORTANT:** If support request contains PII, request that the help desk provide an email address that accepts digitally signed AND encrypted email.



## Required Actions

- Review ETJ pages to verify information accurately reflects your personal and professional achievements.
- Take all necessary actions to ensure your ETJ is current, accurate and complete.

**IMPORTANT:** Periodically, afloat Sailors should compare their afloat ETJ with the Internet version to ensure the two accounts are synchronized and all data is present in their Internet-based ETJ.



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# Official Military Personnel File (OMPF)

## Description

The OMPF consists of documents that reflect your fitness for service, performance of duties, and entitlements. These documents affect or influence your career and benefits, and include information about your accession, training, education, performance, discipline, decorations and awards, assignments, duties, casualty status, and separation/retirement from the Navy.

**OMPF - My Record** provides the ability to download and print documents for personal and professional use. Selection boards view many of these documents when considering candidates for retention, advancement and special programs.

 **CAC and CAC-enabled computer required.**

Log in to BUPERS Online (BOL) at <https://www.bol.navy.mil>.

- Click OMPF - My Record to review official documents

## Find Supporting Information Online

Go to NPC at

<http://www.public.navy.mil/bupers-npc/Pages/default.aspx>.

- Click [Career Info > Records Management > Military Personnel Records](#)
- Click [Career Info > Records Management > OMPF - My Record](#)

## Find Assistance or Help

Contact command Personnel Officer, Command PASS Coordinator (CPC), and/or Command Career Counselor (CCC).

Go to <http://www.public.navy.mil/bupers-npc/Pages/default.aspx>.

- Click [Career Info > Records Management > Military Personnel Records > Contact Us](#)

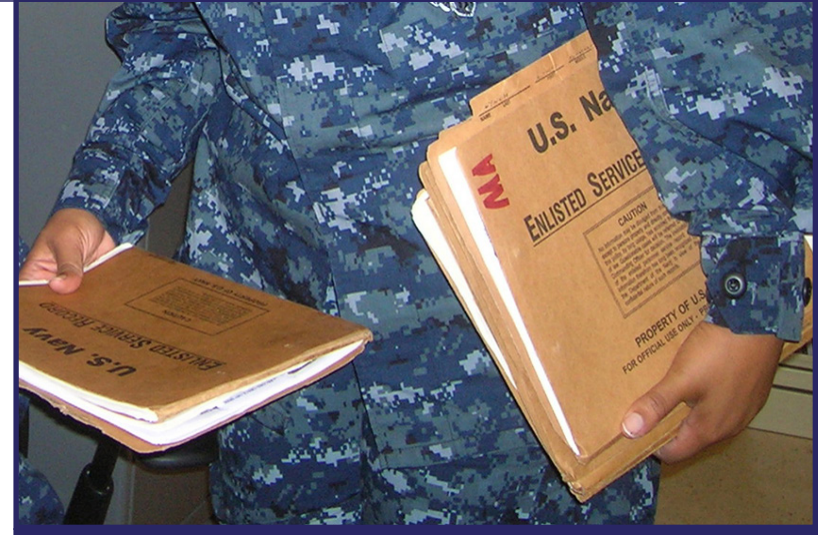
Contact the NPC Customer Service Center.

- 866-827-5672; DSN 882-5672; email [uasknpc@navy.mil](mailto:uasknpc@navy.mil)

Contact the BUPERS Online help desk.

- 800-951-6289 (password reset only); email [mill\\_legacyhelpdesk@navy.mil](mailto:mill_legacyhelpdesk@navy.mil)

**IMPORTANT:** If support request contains PII, request that the help desk provide an email address that accepts digitally signed AND encrypted email.



## Required Actions

- At least six months prior to any Selection Board, review your OMPF, either through OMPF - My Record or by ordering a CD. Take all necessary actions to ensure your OMPF is current, accurate and complete, especially following reenlistment.
- Conduct a thorough review with the user aid titled, **Personnel Record Review**, which is located on the NPC "Career Toolbox" page.
- Use correction procedures provided at [NPC > Career Info > Records Management > Military Personnel Records > Document Correction](#).
- Use correction procedures identified via the OMPF - My Record [FAQ](#) hyperlink.

**IMPORTANT:** After documents are scanned to OMPF they are destroyed, so you should maintain copies of all official documents.

Additionally, you should periodically order and retain a CD for emergency situations (such as backup for document loss due to system-file corruption). The CD contains personal and private information, and should be kept in a secured place.



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# Performance Summary Record (PSR)

## Description

The PSR is a three-part report that summarizes your personnel data and performance history:

- PSR Part I: Personnel Data Summary (previously titled Enlisted Summary Record)
- PSR Part II: Evaluation Summary (Pre-1996 Form)
- PSR Part III: Evaluation Summary (1996-Present)

You may view, download and print copies of your PSR via BUPERS Online.

 **CAC and CAC-enabled computer with Internet required.**

Log into BUPERS Online (BOL) at <https://www.bol.navy.mil>.

- When asked to verify your PKI, choose the DoD CA-XX certificate, not the email certificate.
- Select ODC, OSR, PSR in the middle of the BOL Menu page.



## Find Supporting Information Online

Go to NPC at

<http://www.public.navy.mil/bupers-npc/Pages/default.aspx>

- Click [Career Info > Records Management > Military Personnel Records](#)
- Click [Career Info > Performance Evaluation > Contact Us](#)

## Find Assistance or Help

Contact Personnel Office, Command PASS Coordinator (CPC), Command Career Counselor (CCC) or servicing personnel support organization.

Contact NPC PERS 32

- 901-874-4881 / 4882 / 3313; DSN 882 (for Evaluation Summary only)

Contact the NPC Customer Service Center.

- 866-827-5672; DSN 882-5672; email [uasknpc@navy.mil](mailto:uasknpc@navy.mil)

Contact the BUPERS Online help desk.

- 800-951-6289 (password reset only); email [mill\\_legacyhelpdesk@navy.mil](mailto:mill_legacyhelpdesk@navy.mil)

**IMPORTANT:** If support request contains PII, request that the help desk provide an email address that accepts digitally signed AND encrypted email.

## Required Actions

- View and verify your PSR once a year, and at least six months prior to Selection Board Review.
- If you discover errors or missing evaluations, contact Navy Personnel Command, PERS-32, using contact information provided on this page.

**IMPORTANT:** Generally, the Personnel Data Summary (PSR Part I) is the very first document Selection Board members review when evaluating your record.



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# Physical Readiness Information Management System (PRIMS)

## Description

PRIMS allows you to view current and historical results of your semi-annual Physical Fitness Assessment (PFA).

 **CAC and CAC-enabled computer required.**

Log in to BUPERS Online (BOL) at <https://www.bol.navy.mil>.

- Click PRIMS.

## Find Supporting Information Online

Go to NPC at

<http://www.public.navy.mil/bupers-npc/Pages/default.aspx>.

- Click Support & Services > Physical Readiness

Go to NKO at <https://www.nko.navy.mil>.

- On the PERSONAL DEVELOPMENT tab, click Health and Wellness

Visit <http://www.navyfitness.org/>.

## Find Assistance or Help

Contact Command Fitness Leader (CFL).

Contact the NPC Customer Service Center.

- 866-827-5672; DSN 882-5672
- email [uasknpc@navy.mil](mailto:uasknpc@navy.mil)

Contact the PRIMS help desk.

- 901-874-2229; DSN 882-2229
- email [prims@navy.mil](mailto:prims@navy.mil) or [NavyPRT@navy.mil](mailto:NavyPRT@navy.mil)

Contact the BUPERS Online help desk.

- 800-951-6289 (password reset only); email [mill\\_legacyhelpdesk@navy.mil](mailto:mill_legacyhelpdesk@navy.mil)

**IMPORTANT:** If support request contains PII, request that the help desk provide an email address that accepts digitally signed AND encrypted email.



## Required Actions

- Verify PRIMS data, which can reviewed as part of the advancement, promotion, and detailing process.
- See your Command Fitness Leader to update PRIMS data.



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# U.S. Navy Awards

## Description

Previously known as Navy Department Awards Web Service (NDAWS), the U.S. Navy Awards web site provides online access to Navy awards information and help. The web site is divided into five separate sections: Home, Personal, Unit, Veteran Awards and Awarding Authorities.

Go to U.S. Navy Awards at <https://awards.navy.mil>.

Conduct an Awards Query:

- Go to Personal Awards > (Personal Awards History) Personal Awards Query.
- Go to Unit Awards > (Unit Awards History) Unit Awards Query.

## Find Supporting Information Online

Go to U.S. Navy Awards at <https://awards.navy.mil>.

- In the REFERENCES section of each U.S. Navy Awards page, find the FAQs

Go to NPC at

<http://www.public.navy.mil/bupers-npc/Pages/default.aspx>.

- Click Career Info > Records Management > Decorations and Medals (Awards)

## Find Assistance or Help

Contact command Personnel Officer or Command PASS Coordinator (CPC).

Contact Awards Office.

- email [navyawards@navy.mil](mailto:navyawards@navy.mil)

**IMPORTANT:** If support request contains PII, request that the help desk provide an email address that accepts digitally signed AND encrypted email.



## Required Actions

- Conduct Personal Awards Query to verify all your awards are present.
- Conduct Unit Awards Query to identify unit awards you may have received.
- Take all necessary actions to ensure U.S. Navy Awards information is current, accurate and complete.
- Use correction procedures provided. Go to U.S. Navy Awards. Click Personal Awards > (REFERENCES) Updating Personal Awards.



# Navy Career Tools

# Navy eLearning (NeL)

## Description

NeL delivers computer-based learning designed to enhance your professional and personal growth.

Complete NeL courses in the connected environment provided by the Internet or in the disconnected (afloat) environment provided by the Navy Information Application Product Suite (NIAPS).

- On the Internet, the NeL home page links to mandatory training, providing direct access to courses you are required to complete.
- On NIAPS, the NeL home page provides lists of courses available (or not available) on the ship or submarine.

Log in to NeL via Navy Knowledge Online (NKO) at <https://www.nko.navy.mil>. On the LEARNING tab, click Navy e-Learning > Online courses.

On afloat units, depending on NIAPS version installed:

- From the NIAPS Distance Support portal, go to NKO at Sea or Career Tools Afloat (CTA). Log in and then click Navy eLearning Afloat

## Find Supporting Information Online

Go to NeL.

- Under the Get Started heading, click Take the Tutorial
- Under the Get Started heading, click FAQs

## Find Assistance or Help

Contact your command Training Officer (TRAINO).

Contact Navy 311

- email [navy311@navy.mil](mailto:navy311@navy.mil)

**IMPORTANT:** If support request contains PII, request that the help desk provide an email address that accepts digitally signed AND encrypted email.

Contact the Enterprise Customer Support Center.

- 877-253-7122, Option 1, then Option 1 (DSN 922-1001)
- Complete the Problem Report form on the NeL Help page



## Required Actions

- Complete Navy eLearning to enhance your professional knowledge, skills and abilities.
- Verify course completions are documented in your Electronic Training Jacket (ETJ).

**IMPORTANT:** If you begin a course in the Internet environment, you must complete the course in the Internet environment. If you begin a course in the NIAPS environment, you must complete the course in the NIAPS environment.



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# Navy Credentialing Opportunities Online (Navy COOL)

## Description

Navy COOL explains how you can meet civilian certification and licensure requirements related to your rating, job, designator and occupation and provides the ability to accomplish the following:

- Get information about civilian licensure and certification.
- Learn how to fill gaps between Navy training and experience and civilian credentialing requirements.
- Discover resources that help you gain civilian job credentials.
- Identify resources to fund credentialing exams, such as the Navy-funded credentialing program and GI Bill.

Go to Navy COOL at <https://www.cool.navy.mil>.

Alternately, go to NKO (<https://www.nko.navy.mil>). On the **LEARNING** tab, click **Navy COOL**.



## Find Supporting Information Online

Go to Navy COOL.

- Review [COOL Overview](#), [About Credentials](#), and information provided in the [Must Read FAQ](#)

Go to USMAP at <https://usmap.cnet.navy.mil>.

Go to NKO at <https://www.nko.navy.mil>.

- Click [Career Management > Advancement](#). Look for “Certifications and Qualifications”

## Required Actions

- Identify and earn national certification, and/or federal and state licensure.
- Identify apprenticeship trades related to your rating, then enroll in USMAP to earn a nationally recognized “Certificate of Completion” from the U.S. Department of Labor.
- Verify certificates and achievements are documented in your ETJ, ESR, JST (SMART), and OMPF.

## Find Assistance or Help

Contact Command Career Counselor (CCC), Education Services Officer (ESO), and/or command Training Officer (TRAINO).

Contact the Navy311.

- email [navy311@navy.mil](mailto:navy311@navy.mil)

Contact the Credentialing Program Office.

- 850-452-6683; DSN 922-6683
- email [navycool@navy.mil](mailto:navycool@navy.mil)

**IMPORTANT:** If support request contains PII, request that the help desk provide an email address that accepts digitally signed AND encrypted email.



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# United Services Military Apprenticeship Program (USMAP)

## Description

USMAP is a formal military training program that provides you the opportunity to improve your job skills and to complete your civilian apprenticeship requirements while on active duty.

- USMAP is free, requires no off-duty hours and can use your military experience to grant up to one half of the required on-the-job training.
- Upon completion of the program, you become a registered apprentice with the U.S. Department of Labor.

Go to USMAP at <https://usmap.cnet.navy.mil>.

## Find Supporting Information Online

Go to USMAP.

- Review information on the USMAP Welcome page, including What is USMAP?
- Review FAQs located on the USMAP Help tab

Go to Navy COOL at <https://www.cool.navy.mil>.

## Find Assistance or Help

Contact Command Career Counselor (CCC) and/or Education Services Officer (ESO).

Contact USMAP support representatives.

- 850-452-1001, Option 3, ext 2222 / 2093 / 2096 / 2097; DSN 922-1001
- email [netpdtc.usmap@navy.mil](mailto:netpdtc.usmap@navy.mil)

**IMPORTANT:** If support request contains PII, request that the help desk provide an email address that accepts digitally signed AND encrypted email.



## Required Actions

- Identify and earn national certification, and/or federal and state licensure.
- Identify apprenticeship trades related to your rating and earn a nationally recognized "Certificate of Completion" from the U.S. Department of Labor.
- Verify certificates and achievements are documented in your ETJ, ESR, JST (SMART), and OMPF.



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# Joint Services Transcript (JST) (formerly SMART)

## Description

JST documents college courses, degrees and certifications completed on active duty through Tuition Assistance or the Navy College Program for Afloat College Education (NCPACE), and all other college courses completed at institutions accredited by a regional, national or professional accrediting agency recommended by the U.S. Department of Education.

JST provides recommended college credit for your military occupational experience and training. Recommendations are made by the American Council on Education (ACE).

 **CAC and CAC-enabled computer required.**

Log in to JST at <https://jst.dod.ed.mil>.

## Find Supporting Information Online

Go to Navy College at <https://www.navycollege.navy.mil>.

- In the left navigation menu, click Educational Resources > JST/SMART Information.

View the *Guide to the Evaluation of Educational Experiences in the Armed Services* at <http://www.militaryguides.acenet.edu>.

## Find Assistance or Help

Contact Command Career Counselor (CCC) and/or Education Services Officer (ESO).

Contact the Virtual Education Center.

- 877-838-1659, Option 2; DSN 492-4684, Option 2
- email [VEC@navy.mil](mailto:VEC@navy.mil)

**IMPORTANT:** If support request contains PII, request that the help desk provide an email address that accepts digitally signed AND encrypted email.

Contact your local Navy College Office.



## Required Actions

- Review your JST to verify data accurately reflects your training and educations.
- Take all necessary actions to ensure your JST is current, accurate and complete.
- Use correction procedures identified on the JST Welcome page. See How to make updates or corrections to your JST.
- Use your JST to facilitate degree planning.



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# Sailor/Marine Online Academic Advisor (SMOLAA)

## Description

SMOLAA is an online tool that works in conjunction with JST to help you explore options for earning a college degree.

Using SMOLAA, you can access your academic history – as recorded in JST – and then apply all applicable college and military courses to degree plans offered by various colleges and universities.

Depending on the college degree plan selected, SMOLAA will indicate the total credit hours you must complete to earn that degree.

 **CAC and CAC-enabled computer required.**

Log in to JST at <https://jst.dod.ed.mil>.

- On the Welcome page, click Degree Shop / SMOLAA.



## Find Supporting Information Online

Go to Navy College at <https://www.navycollege.navy.mil>.

- In the left navigation menu, click Education Resources. Click links to JST/SMART Information, Rating and Degree Roadmaps, and Distance Learning Partnership

## Find Assistance or Help

Contact Command Career Counselor (CCC) and/or Education Services Officer (ESO).

Contact the Virtual Education Center.

- 877-838-1659, Option 3; DSN 492-4684, Option 3
- email [VEC@navy.mil](mailto:VEC@navy.mil)

**IMPORTANT:** If support request contains PII, request that the help desk provide an email address that accepts digitally signed AND encrypted email.

Contact your local Navy College Office.

## Required Actions

- Use SMOLAA to identify all rating-related degree plans available to you.
- Use SMOLAA to determine credits that may be earned through Academic Testing Programs.
- Meet with a Navy College representative.
  - Discuss future plans, create your educational plan, enroll in courses or a degree plan
  - Select CLEP test(s) to be taken
  - Select course(s) to be taken
  - Apply for Tuition Assistance (TA)



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# Career Management System-Interactive Detailing (CMS-ID)

## Description

CMS-ID provides the ability to explore Navy job opportunities, identify career-enhancing jobs that meet your professional and personal goals, identify the specific skills and abilities required to perform the jobs you desire, and submit job applications.

 **CAC and CAC-enabled computer required.**

Log in to CMS-ID at <https://www.cmsid.navy.mil/jass/Index.action>.

Alternately, go to NKO (<https://www.nko.navy.mil>). On the CAREER MANAGEMENT tab, click CMS - Interactive Detailing.

## Find Supporting Information Online

Go to CMS-ID at <https://www.cmsid.navy.mil/jass/Index.action>. Use resources provided on the Help tab, including FAQs.

Go to NKO at <https://www.nko.navy.mil>. On the CAREER MANAGEMENT tab, click Navy Career Tools.

- Download the following user aids:
  - *CMS-ID Essentials*
  - *Detailing Countdown*
- Launch "Navy Career Tools Assistant" tutorial (also available from the CMS-ID Help tab). Complete the CMS-ID modules for Enlisted Sailor.

Go to NPC at <http://www.public.navy.mil/bupers-npc/Pages/default.aspx>.

- Click Enlisted > CMS-ID

## Find Assistance or Help

Contact Command Career Counselor (CCC), Mentor and/or Chain of Command.

Contact Navy 311.

- email [navy311@navy.mil](mailto:navy311@navy.mil)

**IMPORTANT:** If support request contains PII, request that the help desk provide an email address that accepts digitally signed AND encrypted email.

Contact the CMS-ID Help Desk.

- 800-537-4617
- email [cmsidhelpdesk@navy.mil](mailto:cmsidhelpdesk@navy.mil)



## Required Actions

- Take all necessary actions to ensure your personnel and career data is current, accurate and complete.
  - Review personal and professional data 18 months prior to your Projected Rotation Date (PRD).
  - Update User Profile and My Duty Preferences.
  - Verify My Personnel Detail and My History.
- **IMPORTANT:** Information on the CMS-ID **Sailor Info** tab is reviewed by prospective commands when considering your job application, and Detailers use this information to determine whether or not you will be detailed to the job you desire.
- Determine whether you are required to reenlist.
  - Reenlistment requests for Soft Expiration of Active Obligated Service (SEAOS)-based applications begin at 13 months prior to SEAOS. See NAVADMINs 149/13 and 150/13.
  - Reenlistment requests for PRD-based applications begin at 12 months from PRD. This is a Special Circumstances Reenlistment request for Sailors with less than 24 months of obligated service remaining beyond their PRD. See NAVADMIN 021/13.
- Use your CCC, chain of command, and mentors for career advice prior to submitting job applications.



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# Career Waypoints (C-WAY) (formerly Fleet RIDE)

## Description

Career Waypoints (C-WAY) supports: PACT Designation, Reenlistment, Rating Conversion, and transition between Active and Reserve. C-WAY provides an assessment of your eligibility and qualification for enlisted ratings. It considers needs of the Navy and rating opportunities based on your aptitude for a specific rating. It uses ASVAB score, data from other Navy systems, and information entered by your CCC (security clearance eligibility, moral/legal information, citizenship, and current medical/physical status).

### C-WAY Reenlistment (formerly PTS)

The C-WAY Reenlistment module automatically generates most reenlistment applications based on your Projected Rotation Date (PRD) or proximity to the end of your enlistment contract, as extended (SEAOS). The screening process is based on your reenlistment eligibility and competitive ranking among other Sailors in your rating and Year Group. The system ranks individuals based on pay grade, performance evaluations and critical NECs. (Sailors who advance sooner are more likely to receive a quota.) Approval to reenlist in-rate is not guaranteed for Sailors in over-manned ratings, and they should review conversion opportunities with their Command Retention Team during Career Development Boards.

Your CCC is responsible for submitting your C-WAY Reenlistment application and informing you of monthly results. Request a printout of your application to ensure accuracy.

## Find Supporting Information Online

Go to [NPC > \(Career Navigator\) > Career Waypoints](#)

See NAVADMINs 021/13, 149/13 and 150/13.

## Find Assistance or Help

Contact Command Career Counselor, Mentor, and/or Chain of Command.

Contact NPC Customer Service Center.

- 866-827-5672; DSN 882-5672; email [uasknpc@navy.mil](mailto:uasknpc@navy.mil)

Contact C-WAY Help Desk

- 901-874-2101; DSN 882; email [career\\_waypoints@navy.mil](mailto:career_waypoints@navy.mil)



## Required Actions

- For PACT Sailors: Maintain PACT program eligibility.
- For all rated Sailors: Prior to the end of your current enlistment, you are required to document your intention to reenlist or separate using the C-WAY Reenlistment module.
  - Reenlistment requests for Soft Expiration of Active Obligated Service (SEAOS)-based applications begin at 13 months prior to SEAOS.
  - You have eight (8) opportunities to remain on Active Duty (13 to 6 months from SEAOS).
  - Results are based on current Navy manning levels and individual performance.
- Career Waypoint - Reenlistment
  - During months 13/12/11/10, you have three reenlistment options: 1) Active Duty In-Rate, 2) Active Duty Conversion, 3) Transition into Selective Reserve (SELRES)
- Career Waypoint - Reenlistment
  - During months 9/8/7/6, you have two reenlistment options: 1) Active Duty Conversion, 2) Transition into Selective Reserve
- Career Waypoint - Reenlistment
  - During months 5/4/3, you have one reenlistment option: 1) Transition into Selective Reserve



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